

PLACED IN SERVICE EXHIBITS

Exhibit #	ALL EXHIBITS MUST BE RECEIVED BY THE AUTHORITY PRIOR TO THE ISSUANCE OF 8609 FORMS <i>All exhibits are Mandatory</i>	Documents Submitted ✓
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**Exhibit 1 must be submitted with the Placed In Service Application,
in order for the Authority to issue a Regulatory Agreement:**

1	Legal Description of property	
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**Exhibits 2 through 7 can be submitted with either the
Placed In Service Application OR with the request for 8609s:**

2	Land Control – Documentation of transfer of property to owner that is claiming credit, or land contract, which has been recorded by the Register of Deeds and which includes the correct property description. This may include a copy of the recorded deed, a title insurance policy, a copy of a recorded memorandum of land contract, or a written legal opinion of an attorney, based on the attorney's title search, that the taxpayer is the owner of the property.	
3	Copy of executed permanent mortgage – For each funding source.	
4	Certificate(s) of Occupancy: <u>New Construction and Vacant Rehab</u> – Certification From Local Government.. Occupied Rehab – A statement from the local government, a CPA, or an architect identifying the mm/dd/yy of placed in service date for each building.	
5	Executed limited partnership agreement – and all attachments.	
6	Ownership Entity Formation – Documentation received by the Corporation and Land Development Bureau.	
7	Color Photograph of Project	

Exhibits 8 through 11 must be submitted either prior to or with a request for 8609s:

8	Owner's & Contractor's Final Cost Certification – Conducted by an independent CPA for projects of six or more units. IF COMPLETED, THIS EXHIBIT MAY BE INCLUDED WITH THE PLACED IN SERVICE APPLICATION	
9	Updated Application Pages – Information contained on page 10 and pages 16-22 of the Primary Application frequently changes from the time a Placed In Service application is submitted to the time 8609s are issued. Any of these pages that have changed for your project should be submitted, and the numbers must match the numbers shown in the Final Cost Certifications. Please make sure to include the name of the project.	

NOTE: Exhibits 10 and 11 cannot be submitted until MSHDA has issued a Regulatory Agreement

10	Original Recorded Regulatory Agreement – If it was returned to your office. Most Regulatory Agreements are returned directly to MSHDA, however if MSHDA has not yet received the original document for your project, a photocopy showing the document was submitted for recording prior to December 31 of the year it was issued may be sufficient for release of 8609s.	
11	Compliance Fee – The Compliance Fee is calculated as \$300 per low-income unit, and will be billed via invoice when the Regulatory Agreement is issued.	